

May 19, 2020

PALMER POLICE DEPARTMENT

POLICE OFFICER I / II

TO: All Departments

Airport
Arena
Clerk
Community Development
Library
Finance
Fire
City Manager
Police
Public Works

Job description and specification information is attached.

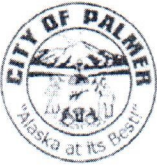
Police Officer I Level 7 OR Police Officer II Level 9
\$20.94 - \$39.73 D.O.E.

This is a full-time position and is eligible for City benefits

To be considered for this position, each applicant must complete a City of Palmer application form which may be found at www.palmerak.org/employment-opportunities. Completed applications should be submitted to Human Resources at 231 W. Evergreen Avenue, Palmer, Alaska 99645.

Incomplete, unsigned applications or resumes only will not be accepted.

Closing date: Open until filled



City of Palmer Job Description and Specifications

Job Title:	Police Officer I	Revision	01/2020
Department:	Police	Salary Level	7
Reports To:	Police Sergeant		
Classification:	FLSA Non-Exempt		

General Functions

Probationary, entry-level, police work in the protection of life and property and preservation of peace through the enforcement of laws and ordinances.

Distinguishing Characteristics

Police officers are required to interact with victims, criminal suspects, departmental employees, other agency employees, and the general public. After successful completion of the basic police academy and fourteen week field training program, they must have a working knowledge of laws, rules, court decisions relating to criminal/victim rights, civil rights, criminal justice and law enforcement procedures, City of Palmer Ordinances, department policies and procedures; knowledge of scientific methods of crime detection, criminal identification and radio communication; knowledge of governing laws and ordinances; thorough knowledge of the geography of the town; the ability to maintain cooperative relationships with City officials and the general public; ability to evaluate the effectiveness of criminal investigative procedures; ability to write clearly and accurately to prepare their own reports and court documents; ability to testify clearly and accurately in court; resourcefulness and sound judgement in emergencies; the Police Officer I must be characterized by unquestionable personal and professional character and integrity, be free of cultural and ethnic bias, maintain a strong ethical code in both personal and professional life, desire to diligently protect and serve the community through courage, compassion and respect, and display personal conduct above reproach.

Supervision Received

This position reports to the Patrol Sergeant who exercises close supervision, however, the employee must learn to operate without direct supervision and make independent decisions based on knowledge, education, experience, and department policy.

Supervision Exercised

This position does not supervise.

External Visibility / Contact

This position requires frequent contact with the public in both investigations and community relations; daily contact with other criminal justice agencies and must possess exceptionally developed communication skills to maintain effective relationships.

Working Conditions

Work is generally performed in a 90/10 split between an office environment (10%) and homes, businesses, and other community locations that require investigative responses for calls for service (90%). The duties and requirement of Police Officer include, but may not be limited to, performance of the following activities: use of firearms, driving emergency vehicles, bicycles, off-highway vehicles, handcuffing prisoners, administering first aid, rescue operations, lifting and carrying 0-70 lbs., directing traffic, physical control of combative criminal suspects or persons with medical needs, be exposed to hazardous conditions including blood borne pathogens and tear gas environments, pursue suspects, walking-lateral mobility, walking over rough terrain, bending, stooping, crouching, sitting, standing, standing for long periods, kneeling, twisting body, pushing, pulling, running, sense of touch, reaching, gripping hands and fingers, climbing stairs, climbing ladders, climb fences or walls, hearing alarms, hearing voice conversation, color identification, close vision, far vision, side vision-depth perception, night vision, maintaining balance, finger dexterity, speaking clearly without impediment.

Physical audio/visual requirements include normal color discrimination, normal binocular coordination, normal peripheral vision, and corrected visual acuity of 20/20 or better in each eye. Normal color discrimination is defined as having the ability to discern the primary safety colors of red, green and yellow. General sense of smell to identify, but not limited to, alcohol on suspects, drugs, hazardous environments, etc. Requires normal hearing or having no hearing defect that would adversely affect performance as a Police Officer.

Essential Functions and Duties

- Patrol the City of Palmer to preserve the peace, prevent criminal operations and enforce traffic and other state laws and city ordinances
- Uses force necessary to affect arrests of suspects
- Prepare police reports and other required documents to support prosecution
- Collect, categorize and process evidence
- Photograph and diagram crime scenes
- Interview witnesses
- Interview and/or interrogate suspects
- Operate electronic investigative equipment as required
- Be cognizant of data recover/forensic techniques and resources
- Remain current on emerging governing case law
- Testify in court or other proceedings as required
- Maintain confidentiality as required
- Work independently of constant supervision

- Develop and maintain relations with personnel of other agencies
- Perform other duties as directed




Knowledge, Skills, Experience and Personal Qualifications

- High School diploma
- Must meet the employment standards outlined in Alaska Administrative Code 13AAC 85.010-040 and be able to obtain basic police certification
- Within eighteen months, must have successfully completed the Basic Police Academy, Field Training Program, City of Palmer probationary period and the probationary period required by the State of Alaska for police certification
- Ability to clearly articulate both orally and in writing
- Must be able to maintain an APSIN security clearance
- Must maintain required certifications and obtain ongoing education as may be required. Example include, but are not limited to, National Incident Command Systems, Criminal Interview & Interrogation, First Responder First-Aid/CPR/AED, Data Master, RADAR, etc.
- Valid Alaska Driver's License

Residency

None

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY PERSON(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES AND SKILLS REQUIRED OF PERSONNEL IN THIS POSITION. ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

	<u>Initials</u>	<u>Date</u>
Employee Received:	_____	_____
Director:		1-24-2020
HR:		<u>1/28/2020</u>
City Manager:		<u>1/28/2020</u>



City of Palmer Job Description and Specifications

Job Title:	Police Officer II	Revision	01/2020
Department:	Police	Salary Level	7
Reports To:	Police Sergeant		
Classification:	FLSA Non-Exempt		

General Functions

Probationary, entry-level, police work in the protection of life and property and preservation of peace through the enforcement of laws and ordinances.

Distinguishing Characteristics

Police officers are required to interact with victims, criminal suspects, departmental employees, other agency employees, and the general public. After successful completion of the basic police academy and fourteen week field training program, they must have a working knowledge of laws, rules, court decisions relating to criminal/victim rights, civil rights, criminal justice and law enforcement procedures, City of Palmer Ordinances, department policies and procedures; knowledge of scientific methods of crime detection, criminal identification and radio communication; knowledge of governing laws and ordinances; thorough knowledge of the geography of the town; the ability to maintain cooperative relationships with City officials and the general public; ability to evaluate the effectiveness of criminal investigative procedures; ability to write clearly and accurately to prepare their own reports and court documents; ability to testify clearly and accurately in court; resourcefulness and sound judgement in emergencies; the Police Officer I must be characterized by unquestionable personal and professional character and integrity, be free of cultural and ethnic bias, maintain a strong ethical code in both personal and professional life, desire to diligently protect and serve the community through courage, compassion and respect, and display personal conduct above reproach.

Supervision Received

This position reports to the Patrol Sergeant however, the employee must learn to operate without direct supervision and make independent decisions based on knowledge, education, experience, and department policy.

Supervision Exercised

This position does not supervise unless the officer has completed the Field Training Officer Course and is acting as a FTO for a new officer.

External Visibility / Contact

This position requires frequent contact with the public; daily contact with other criminal justice agencies and officers must possess exceptional communication skills to maintain effective relationships.

Working Conditions

Work is generally performed in a 90/10 split between an office environment (10%) and homes, businesses, and other community locations that require investigative responses for calls for service (90%). The duties and requirement of Police Officer include, but may not be limited to, performance of the following activities: use of firearms, driving emergency vehicles, bicycles, off-highway vehicles, handcuffing prisoners, administering first aid, rescue operations, lifting and carrying 0-70 lbs., directing traffic, physical control of combative criminal suspects or persons with medical needs, be exposed to hazardous conditions including blood borne pathogens and tear gas environments, pursue suspects, walking-lateral mobility, walking over rough terrain, bending, stooping, crouching, sitting, standing, standing for long periods, kneeling, twisting body, pushing, pulling, running, sense of touch, reaching, gripping hands and fingers, climbing stairs, climbing ladders, climb fences or walls, hearing alarms, hearing voice conversation, color identification, close vision, far vision, side vision-depth perception, night vision, maintaining balance, finger dexterity, speaking clearly without impediment.

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- Operate electronic investigative equipment as required
- Be cognizant of data recover/forensic techniques and resources
- Remain current on emerging governing case law
- Testify in court or other proceedings as required
- Maintain confidentiality as required
- Work independently of constant supervision
- Acts as Field Training Officer if assigned
- Perform other duties as directed

Knowledge, Skills, Experience and Personal Qualifications

- High School diploma
- Must meet the employment standards outlined in Alaska Administrative Code 13AAC 85.010-040 and be able to obtain a basic police certification
- Successful completion of the basic police academy
- Successful completion of the City of Palmer probationary period AND the twelve-month probationary period required for police officer certification which includes any complete or modified Field Training Program
- Ability to clearly articulate both orally and in writing
- Must be able to maintain an APSIN security clearance
- Must maintain required certifications and obtain ongoing education as may be required. Example include, but are not limited to, National Incident Command Systems, Field Training Officer Course, First Responder First-Aid/CPR/AED, Data Master, RADAR, Police Weapons Armorer course, Death Investigation Training, At Scene Traffic Accident Investigation, Sexual Assault Response Team Training, Narcotics Investigations, Domestic Violence Investigations, Active Shooter, etc..
- Valid Alaska Driver's License

Residency

None

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Initials

Date

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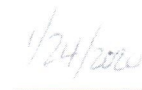
Director:



1-24-2020

HR:





City Manager:

John

1/27/2020